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DATE 10 JUN 1970
FILE *Budget 79*
DD/S 70-2493

18 JUN 1970

MEMORANDUM FOR: Director of Logistics

SUBJECT : Space Requirements

1. On 10 June the Executive Director, the DD/S and the DD/S&T met with the Director concerning additional space requirements to house three DD/S&T space requirements which are over and above our present space availability. In addition was the stated need of the DD/S to have turn around space in order to effect space adjustment. In the course of the meeting the Director was quite concerned over the developing nature of these space requirements which called for a new space allocation to Agency holdings in the Washington Metropolitan Area.

2. The Director concluded the meeting by stating that in the future no tasks or jobs will be accepted without his personal approval if they require any new office space in Washington. He emphasized that, in presenting any future requests to the Executive Director, the Directorate or Office concerned must indicate not only the dollar and people requirements but space as well. Upon submission a decision will be made which might entail dropping the proposed project or transferring it to another Agency or eliminating an existing activity to make room for a new priority program. The Director emphasized that he wants to reduce his space holdings in the Metropolitan area.

3. It was evident that projects which are approved in their formative stages and which continue to grow as the project progresses and incurs additional space requirements, have not been given, in the past, the degree of attention to the space factor which are now to be established. Projects which are of a [REDACTED] with accommodation [REDACTED] drew particular attention. It was made quite specific that these types of projects would not be conducted in the future at the expense of Agency available

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the same decision factor. In the general discussion of space availability and space needs it was clearly expressed that Agency buildings should be considered secure in light of our extensive guard, building, and other forms of control, and the necessity to create sanctums within and their consequent expense was questioned. This pertains to special areas, restricted areas, secure rooms, screened rooms, vault areas, etc. A number of other comments along this line were made as to what might be construed as excessive efforts towards compartmentation with the consequent costs and inflexibility of space use which may not be justified or necessary in light of other protective measures and systems.

4. Up to this time the DD/S which has responsibility for space allocation and services has largely acted as a recipient of requirements and has sought ways and means of satisfying those requirements. Certainly in this process the DD/S has effected savings and adjustments below those requirements submitted by the operating components. The substance of the requirement and the configuration of the space where equipment, facilities, and measures of security have been largely dictated by the requesting component.

5. It is now apparent that the DD/S must take a more positive controlling posture in considering any space requirements for a new or expanding activity. Some considerations which the DD/S must invoke with the requesting components are as follows. The DD/S (Office of Logistics) must approve each space move and will not approve a space requirement request or move when there appear to be alternative actions consistent with the space policy and which serve the purpose of the component.

a. Can the new requirement be accommodated within the existing space allocation for the component involved, if not,

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b. If the new project is a joint one with some other Department or Agency can the new requirement be located within the space facilities of the other Department or Agency

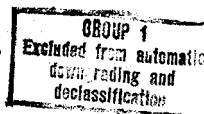
c. If a new requirement is of utmost priority and extremely sensitive and must be in the Headquarters Building or definitely in Agency facilities in the Metropolitan area, what other components of the Agency can be moved

d. In light of the expressed desire to reduce space holdings in the Metropolitan area, what activities, facilities, or functions can be relocated thereby effecting space savings in this area?

e. The enlargement of any special purpose program for new space facilities should be the subject of any of the considerations of alternative housing as set forth above.

6. The considerations set forth above will require all components of the DD/S, particularly the Office of Logistics, involved in space facilities to take an active part in the considerations involving space for any new project. This means that close coordination must be effected with the components of the Agency where new projects or programs are under consideration and the chiefs of support, the logistics officers, and other DD/S representatives located in other components must play an active part in supporting the Office of Logistics in this initial consideration.

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7. A final consideration not mentioned above is that technical projects requiring additional people, space facilities, special issued equipment, and other similar facilities which exact a drain on Agency resources should also be considered from the standpoint of placing these requirements on the contractor facilities and locating such a facility

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

DD/S:RLB:11c (18 June 1970)

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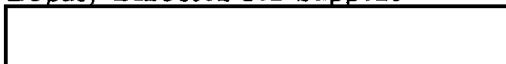
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <p>Dear Bob:</p> <p>This note is merely to remind you that I am still holding your memorandum to me, "Space Requirements," of 18 June 1970 (DD/S 70-2493). It is my understanding that I am to take no action and withhold circulation of this memorandum until I receive further advice from you.</p> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">John F. Blake</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Logistics, 			2 July 70
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Director of Logistics



EYES ONLY

Mr. Robert L. Bannerman
Deputy Director for Support



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